

**TEXAS WORKFORCE COMMISSION  
HIGH DEMAND JOB TRAINING PROGRAM TECHNICAL ASSISTANCE  
QUESTIONS AND ANSWERS  
LAST UPDATED: 09/1/20**

This document lists TWC's answers to questions from Workforce Development Boards (Boards) or Economic Development Corporations (EDC) about the High Demand Job Training Program. We will update this list as additional questions are received.

- 1. Q. According to the High Demand Job Training Program (HDJTP) guidelines, "Boards must provide the signed written and dated Agreement(s) to the Agency when they submit applications." Does TWC have copies or sample Agreements available?**
  - A. TWC does not have a copy of the agreement or a suggested sample agreement. Boards and EDCs should develop their agreements, insuring they include all the elements listed in Section 7 of the Application Submission Guidelines and Section 3 of the Application Submission Form.
  
- 2. Q. Does the High Demand Job Training Program prohibit training individuals who will go to work for a public entity?**
  - A. Use of grant funds for training individuals who will go to work for a public entity is not allowable.
  
- 3. Q. Are there limits as to the type of occupations that can be funded?**
  - A. The Application Submission Guidelines state: "High Demand Job Training, for this Program, means job training that supports occupations in high demand jobs as identified by Boards."
  
- 4. Q. Can HDJTP funds be leveraged against EDC sales tax funds already expended prior to the grant award date?**
  - A. No, HDJTP funds can only match EDC sales tax expenditures made after the HDJTP grant award date.
  
- 5. Q. Can the Board receive more than \$150,000 if (a) the Board partners with more than one EDC, or (b) more than one application is submitted?**
  - A. Each Board is limited to \$150,000 per Board per fiscal year, regardless if the Board partners with more than one EDC or more than one application is submitted. Multiple applications may be submitted by a Board; however, total combined funding awarded to the Board may not exceed \$150,000.

**6. Q. Under the HDJTP, which expenditures/services are considered individual training expenditures requiring (Adult/Youth) WIOA eligibility? When a Board uses HDJTP grant funds for individual training or training-related expenditures (requiring assessing “basic” WIOA eligibility) does the Board have to enroll participants in TWIST, and if so, under what activity?**

- A. If the board uses HDJTP funds to pay for any portion of training or related costs for individuals, including participant support service, the Board must report those in TWIST. This includes: determining basic WIOA eligibility on all individual participants (trainees) using codes provided within the grant award; recording trainees and their services in TWIST; and Performing an assessment on each trainee (Note: the assessment does not need to be conducted using a formal assessment instrument.) An Individual Employment Plan (IEP) does not have to be completed on each trainee. A Board may enter a case note that, as a result of an assessment, the determination was made that the trainee would benefit from training in order to become employed. If the funds are used to provided direct services to individuals (Adult/Youth), then eligibility and WIOA OSY 75% requirement for expenditures are required. Examples of expenditures/services that are tied directly to individual participants include: paying tuition and other fees, instructors, course supplies, skills assessments, individual participant recruitment, job search skills improvement, job search, job referral, and other supportive services. If the funds are not used to provide direct services to individuals (Adult/Youth), then eligibility and WIOA OSY 75% requirement for expenditures (basic or otherwise) is not required. Examples of expenditures that are not considered directly tied to individuals include: equipment, consumable supplies, curriculum development, and minor renovation of facilities.

**7. Q. What EDC-funded activities can be matched with HDJTP funds?**

- A. EDC sales tax dollars must be used to support direct training or training-related costs, e.g., instructor salaries, consumable supplies, tuition, minor renovations and student transportation. This does not include recruitment and outreach activities.

**8. Q. What is the length of the HDJTP grant?**

- A. The length of all projects may vary, and applications can be received at any time during the fiscal year but all grant projects must have an end date on or before April 31, 2022.

**9. Q. Can HDJTP funds be used for “paid work experience” or be leveraged against EDC sales tax funds that pay for “paid work experience”?**

- A. HDJTP funds may be used for paid work experience. HDJTP funds may also be leveraged with EDC funding used for paid work experience.

**10. Q. Can HDJTP funds be used for minor renovations?**

- A. Minor renovation is an allowable cost as long as it does not expand the size of the facility, increase its floor area or change its function and purpose.

**11. Q. The TWC application uses the term “match.” Will the requirements for matching funds have to be followed?**

- A. Although the TWC application uses the term “matching funds”, the required EDC contribution to the HDJTP is considered “leveraged funds.” TWC is using WIOA funds which have no matching requirement; thus, any third-party contributions are considered leveraged funds. Leveraged funds must be for costs allowable under the federal Cost Principles in the applicable OMB Circulars (A-87, A-122, or A-21). The EDC must submit quarterly narratives on the progress of the HDJTP and the costs expended during the quarter. Documentation regarding the leveraged funds expended should be maintained at the EDC and available for audit. Example: An EDC proposes to provide supportive services (e.g., work boots, gloves, etc.) to the trainees as part of its contribution to the HDJTP. Participant supportive costs are allowable under Federal Cost Principles and would be an allowable use for leveraged funds.

**12. Q. What information is required from the EDC on the quarterly narratives provided to the boards?**

- A. The EDC's quarterly reports should report cumulative expenditures and corresponding narrative(s) of the service/activities. Also, the report requires the numbers of participants assessed and number of participants trained.

**13. Q. Does the Agreement require only the financial partner, or should the Agreement include the subrecipient, if there is one, even though they do not participate financially?**

- A. They should be included if they are responsible for maintaining equipment or if they are requiring reporting.

**14. Q. When can the Workforce Board apply?**

- A. Applications are taken throughout the fiscal year, starting on September 1, 2020 and ending on August 30, 2021. However, if you want to be awarded during fiscal year 2021, you should submit your application no later than July 31, 2021.